**Zeal Church located in Nashville, TN is looking for a full-time Ministries Project Manager.**

**Job Title: Ministries Project Manager**

**Job Description:**

Coordinate, strategize, implement and oversee systems and practices that enhance the execution of vision by the Ministry of Zeal Church to promote and support the mission of Zeal Church. The Ministries Project Manager will work closely with the Ministries Lead Team, the Ministries Directors and Coordinators, and team members to strategically plan projects and provide support.

* Assist with the effectiveness of each ministry in accomplishing Zeal’s vision and mission, including Kids Ministry and Pastoral care admin.
* Collaborate with other ministry members to establish goals and objectives, and develop strategies and processes to implement new ministry initiatives.
* Manage multiple team projects across all phases, including initiation, planning, and execution.
* Create and maintain systematic and organizational processes for the Ministry teams, including but not limited to timelines, goals, revision history, content delivery.
* Implement program plans by monitoring Guest Services Inventory & Supplies, scheduling speakers, reserving space, or handling other details.
* Assist the Executive Director of Ministries with all conferences, retreats, staff development, meetings, etc.
* Ensure that project timelines are met on time or ahead of schedule.
* Develop inter-department relationships through collaboration, communication, and focusing on a common goal.
* Research, develop, and implement strategies for healthy and effective team communications and project management.
* Provide excellent “customer service” to everyone we work with, especially by communicating with other Zeal departments and staff members about project questions, timelines, expectations, vision, and goals.
* Meet with direct oversite every other week to plan for the upcoming week(s), maintain projects and communication through Basecamp, helping in preparing ministries Monthly report.
* Maintain regular frequency of communication with the Ministry Directors, and identify potential obstacles, make recommendations about schedules, prioritization, and resource allocation with input from team members.

**Job requirements:**

* Bachelor's degree in Ministry, Theology, Ministry Leadership, or a related field;
* Minimum of 3 months of working experience in Ministry or a related area;
* Adherence to Christian values and principles (demonstrated through a reference letter from a pastor, a Christian church membership certificate, or other supporting documentation).

To apply, please send a resume and cover letter to [marilynn@zealchurch.tv](mailto:marilynn@zealchurch.tv). Attn: Marilynn Marie Porritt.